

**CONFIDENTIAL**  
Security Information

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Logistics Personnel Officer

Acting Chief, Administrative Staff, Logistics Office

Delay in Processing Personnel Actions

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1. The Administrative Staff has been justifiably criticized on many occasions for what appears to be unwarranted delay in the processing of personnel actions. It is, therefore, requested that you review the procedures of the Office with a view to streamlining the proper flow. Particular attention should be given to the following recurring duties of the Office for which deadlines have been established previously.

- a. Agenda for Career Service Board meeting distributed on Friday preceding the date of the meeting.
- b. Minutes of the Career Service Board meeting ready for the signature of the Chief of Logistics on the day following the meeting.

2. All personnel actions, particularly those involving disciplinary actions, should leave the Logistics Office for action by the Personnel Office within two days after receipt. If it is necessary to obtain additional data prior to forwarding the action, the cause for the delay should become part of the record. The Personnel Section of the Administrative Staff exists for the purpose of staffing out personnel actions prior to forwarding them to the Personnel Office. The Personnel Office has the definite responsibility for carrying out the personnel program of the Agency and delays in processing in that Office are not the responsibility of the Logistics Office. For this reason it is of the utmost importance to place the responsibility for personnel actions squarely and in writing upon the Personnel Office at the earliest possible date after their receipt from the operating divisions.

3. It is suggested that action may be expedited on many occasions by the use of endorsements and notation route sheets, rather than by means of the preparation of more formal memorandum. However, experience has indicated that verbal negotiation results only in unexplainable delays. In personnel actions requests should in all cases be properly documented.

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